

**THE NORTH HAVEN BOARD OF EDUCATION  
5 LINSLEY STREET  
NORTH HAVEN, CONNECTICUT**

**MINUTES**

Date: October 10, 2013  
7:00 p.m.

**THIS MEETING WILL TAKE PLACE AT CENTRAL OFFICE 5 LINSLEY STREET, NORTH HAVEN, CT 06473**

Attendance at this REGULAR Meeting: Anita Anderson, Wesley O'Brien, Carole Franceschet, Alicia Clapp, Bryan Bogen, Jennifer Caldwell, Matthew Kerzner, Goldie Adele, and Robert D. Cronin, Ph.D., Superintendent of Schools, and Kristine Carline, Director of Finance. Also in attendance were the two student representatives:

Randi Petersen was absent.

Mrs. Anderson made the following motion:

Motion: to add a motion to the agenda, adding a "Student Representative Report"

MOVED: Bryan Bogen  
SECOND: Alicia Clapp  
AYE: 8  
NAY: 0  
ABSTAIN: 0

**1. Consent Agenda**

- a. Approval of the Minutes of September 12, 2013

Moved: to approve the items in the Consent Agenda

Approved

MOVED: Alicia Clapp  
SECOND: Carole Franceschet  
AYE: 8  
NAY: 0  
ABSTAIN: 0

**Items Removed from Consent Agenda:**

**2. Chairman's Report**

Mrs. Anderson reported the following:

- Randi Petersen is absent due to a death in her family, and send condolences to the Petersen family.
- Mrs. Anderson and Dr. Cronin are working with Mike Freda regarding school security. She stated they will be looking for a board volunteer to join in on said security meetings. Wes O'Brien has volunteered to be that representative
- Mrs. Anderson stated there is a lot of confusion regarding common core. Mrs. Anderson has suggested the Board have a presentations informing the community of what it all means and what to expect.
- Ridge Road Men's Bake-Off was a huge success and thanked the Ridge Road PTA for inviting all of the Board members

**3. Student Representative Report**

Allison Carrol - Senior at North Haven High School reported the following:

- Open house September 18<sup>th</sup>

- Parent teacher conferences coming up and appointments can be made upon request only. Conferences will be November 13 and 20
- PSAT Wednesday, October 16 for sophomores and Juniors.
- Class officer elections are this week
- After school clubs and math tutoring has started
- Late bus for 3 p.m. every Wednesday for both the High School and Middle School students
- Fall performance at North Haven High School is under way
- College applications are also underway at this time

#### **4. Report of Standing Committees**

Mrs. Anderson suggested that "Building Committee Update" be added to the Board of Education Agenda from here on, and Mr. Adele (the Board of Education Representative) will report any updates.

Mr. Adele reported:

The first meeting was held Monday, October 7, 2013 and a chairman, vice chairman, and secretary were elected. It was more or less a general overview of the plan. The Building Committee will be meeting every other Monday 8:15 a.m. at Central Office Conference Room, and scheduled to last for approximately one hour and a half.

##### **a. Finance and Operations**

###### **1. Director of Finance and Operation's Report**

Mrs. Carling reported on the following:

###### **1. Fiscal 2014 budget report and transfers**

Mrs. Carling stated we are in the third month of the school year and are now paying 10 month employees and that is the reason for the rise in expenses. There is a deficit in tuition line. She reported the money we will receive from the state excess cost grant will off sets this. Mrs. Carling also stated that there is also a deficit in the new equipment line, which the security grant we are receiving will cover some of that deficit. Mrs. Carling reported that we are still waiting on the results of the technology grant, which is scheduled to be awarded at the end of October.

Mrs. Carling informed the committee that there is a decline in Open Choice grant because there are less students enrolled in the Open Choice Program at the high school. She stated that we are going to continue to open up more spots at the elementary level to grow the program. North Haven has been awarded approximately \$100,000 more in Title One grant this year. This money will be spent on professional development, curriculum writing, as well as maintaining current positions and instructional supplies.

###### **2. Voluntary benefits**

Mrs. Carling informed the committee that she is working on plans with Anthem our current health insurance provider to offer our employees benefits that they can elect on a voluntary basis at their own expense. Some of the types of benefits that we are working on offering are, life and disability insurance, and additional vision coverage. This will be managed by Anthem and at no cost to the district. Mrs. Carling stated that she will continue the rollout of these benefits and update the committee at its completion.

###### **3. Education specifications**

Mrs. Carling handed out the Ed Specs of the North Haven Middle School. This is a layout of what is needed to build a new North Haven Middle School. Building Committee has been formed and the Board of Education needs to approve the Ed. Specs after reviewing these documents.

###### **4. Breakfast update**

Jill Donnelly and George Sottile updated the Committee on the Breakfast Program, stating that in September there were 1700 breakfasts served district wide and during the first six days in October 713 breakfasts served district wide. Feedback from the parents has been very positive, and they will continue to promote the breakfast program.

5. Contracts- bus and cafeteria:

Mrs. Carling reported that North Haven is going out to bid for the cafeteria contract. She stated that the State has to do the RFP (request for proposal), which is not being done until the end of October, and once the State completes the packet, we can prepare the RFP and put it out to bid.

Bus Contract: we have an option in the contract with M & J to extend their contract for one year, twice. Mrs. Carling highly recommends that we extend their contract for one year explaining that they have been doing a good job with the two tier bussing and communicating any problems/issues with administration. Mrs. Carling stated that this decision has to be made before January, per the contract. Mrs. Carling suggests M & J meet with the administration and a member of the Board to discuss this matter further.

6. Other matters if time allows:

- Town Pool: equipment has arrived and needs to be installed. Question being should it be done in phases or just be done all at one time. The committee recommends it be done all at once.
- New truck needs to be purchase for plowing/leaf services. Phil Diana has a quote for a used truck to be purchased for the amount of \$25,000. There has been some savings in converting oil to gas and it is hopeful to have funds left over from that savings to offset the cost of the new truck.
- Sub Service: Mrs. Carling is still looking into options of remaining with Kelly or hiring our own person to run the sub service. She will be updating the Committee and the Board after she is finished with her investigations.

Todd Petronio – Athletic Director spoke regarding the Town Pool repairs:

Mr. Petronio reported that Phase One is the computerized timing system and pool deck hardware, Phase two is the score board and the connections to the new computer system. Mrs. Anderson explained that if done all at once the cost would be \$21,000. If that could not be paid at one time, they could do it in two phases, however, there would be an additional \$4,900.00. Mrs. Anderson suggested, if possible taking care of this all at one time, which would save the District.

Mrs. Carling stated equipment has arrived and she will check on the status as to when the work can be scheduled to be done.

Todd Petronio reported that the company stated it can be scheduled and completed by approximately the end of November if done all at once.

The Board agreed if possible to do it all at once.

Moved: to add the approval of the repairs on the Town Pool to the agenda

Approved

MOVED: Alcía Clapp  
SECOND: Carole Franceschet  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Moved: to approve the repairs to be done at the Town Pool all in one phase

Approved

MOVED: Carole Franceschet  
SECOND: Alicia Clapp  
AYE: 8  
NAY: 0  
ABSTAIN: 0

## 2. Approval of the 2013-2014 Monthly Financial Report

Moved: to approve the items in the 2013-2014 Monthly Financial Report

Approved

MOVED: Alicia Clapp  
SECOND: Bryan Bogen  
AYE: 8  
NAY: 0  
ABSTAIN: 0

## 3. Update on the School Breakfast Program

George Sottile and Jill Donnelly from Chartwells reported the following with regards to the Breakfast Program:

- September 1700 breakfasts were served district wide
- October already served over 700 breakfasts were served district wide

Mrs. Donnelly reported that Chartwells and the school principals are communicating with the families that this program is available in North Haven. Mrs. Donnelly and Mr. Sottile agreed to report back to the Board once again in a couple of months for an updated status regarding the breakfast program.

### b. Personnel

### c. Curriculum, Instruction and Planning

1. Approval of the Connecticut State Department of Education approved educator evaluation and support plan for teachers and administrators as reflected in the SEED Handbook

Moved: to approve the Connecticut State Department of Education approved Educator evaluation and support plan for teachers and Administrators as reflected in the SEED Handbook.

Approved

Dr. Cronin explained that the State has requested that the district report the date that the Board of Education adopted this Plan.

MOVED: Alicia Clapp  
SECOND: Carole Franceschet  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Additionally:

Moved: that during the 2013-2014 school year the North Haven Board of Education will not include student testing data as part of the Teacher Administration Evaluation Process.

Approved

MOVED: Alicia Clapp  
SECOND: Wesley O'Brien  
AYE: 8  
NAY: 0  
ABSTAIN: 0

2. Approval of new sports/clubs (Yoga)

Approved

MOVED: Wesley O'Brien  
SECOND: Alicia Clapp  
AYE: 8  
NAY: 0  
ABSTAIN: 0

Mrs. Franceschet stated that Curriculum, Instruction and Planning met Monday, October 7, 2013, and reported the following:

- **New Course Proposal-Engineering**

This will be a full year course that will help students to prepare for a career in a STEM field. The course will be offered to L-2, College Preparatory and L-3, Honors. Physics will be a prerequisite. Students will be able to explore various fields of engineering such as Civil, Mechanical, and Electrical.

- **Textbook for Biology**

Since this textbook is no longer available in hard copy, this item on the agenda was tabled.

- **Bloomboard Demonstration**

Unfortunately, time had not allowed for this demonstration at the October meeting. This system is a data management system that provides visualization tools to track all of the gathered data and information entered by users ( teachers, administrators, caseload specialists, and evaluators) throughout the evaluation and support process.

- **Elementary Handbook**

Ms. McKenna shared copies of the elementary handbook. The same for all four elementary schools, the handbook includes North Haven's vision, mission, public school goals, and shared beliefs about teaching and learning.

- **SEED (System for Educator Evaluation and Development)**

Melinda McKenna shared that we have now adopted SEED, the 2013 version.

- **Smarter Balanced Assessment**

We will opt to take the pilot this spring for the Smarter Balanced Assessment in place of CMT and CAPT.

- **ID Program**

We have begun discussion on options for the ID program, meeting and adapting to the Common Core State Standards without compromising the integrity of the program.

- **New Clubs**

Two new club proposals were presented to the C and I Committee, a ski club and yoga club. The committee approved the Yoga Club at the high school for grades 9-12. However, the ski club also at the high school for grade 12 students for liability reasons was denied.

- **Gymnastics**

Todd Petronio, our Athletic Director, met with the Curriculum and Instruction Committee for the proposal of Girls' Gymnastics for 2013-2014. Due to a small enrollment as well as the need to locate a facility and coach for this sport, the committee has recommended the phasing out of gymnastics over the next few years. However, there was some equivocation amongst the group in our discussion, so we asked Mr. Petronio here tonight to address the Board, and to have conversation around this proposal.

- **Next Meeting**

The Curriculum and Instruction Committee will meet next on Monday, November 4, 2013. This meeting will begin at Ridge Road School at 9:30 am. Committee members will have an opportunity to have a tour of the Elementary Math Instruction, observing our new math program, *Math in Focus*, in operation.

Mr. Petronio reported regarding the gymnastics team:

Mr. Petronio met with Curriculum, Instruction and Planning on Monday proposing gymnastics go forward this current year. In the past gymnastics used a facility (free of charge) in town with an individual who volunteered to coach. Currently, said individual coach and facility are no longer available. There are two different options: He has received quotes from facilities in both Hamden and Wallingford. The Hamden facility quoted a rental fee with an additional coaching stipend, and the Wallingford facility quoted an all inclusive fee, including the coaching stipend. This could potentially cost the Board an additional \$3,000-\$4,000. Mr. Petronio stated that this cost excluded uniform costs (approximately \$500.00), officials (approximately \$500.00), and transportation, which North Haven previously did not provide.

Mrs. Anderson asked for some clarity, questioning if gymnastics was a team? Mr. Petronio replied that the gymnastic team has been in existence since 2004. There has never been a stipend for a coach for gymnastics because the coach was a volunteer and had his own facility.

Mr. Petronio further stated that there was no money budgeted in the current 2013-2014 budget.

Dr. O'Brien asked Mr. Petronio if he looked at the local Universities to see if they have a facility for North Haven to use.

Mrs. Clapp suggested teaming up with another town.

Mrs. Carling is going to review the Athletics budget to see if there are other areas with money left over.

Dr. Cronin stated that all of these additional moneys add up (pool repairs, security, vehicle) and the Board must be very careful.

The Board suggested exploring all of the options prior to deciding.

Mr. Petronio stated that he needs to know if the Board is going to fund the gymnastics team because the season is upon us. The Board agreed to fund this for the 2013-2014 school year, and decided at a later time if this team will be faded out over the next four years.

Mrs. Clapp suggested that the approval of the coaches need to be brought to the Board at least one month prior to the start of the sport.

Mrs. Anderson and the Board agreed for Mr. Petronio to work out the fees and bring this back to the Board in November.

**d. Director of Curriculum and Instruction Report – no report this month**

**e. Policy Committee**

Ms. Caldwell stated that the Policy Committee met on September 23, 2013 and reported the following:

1. Review policy 1110.1  
Reviewed and completed policy 1110.1
2. Review policy on public TV  
Reviewed and completed policy on public TV
3. Review booster club policy and discuss booster club meeting  
Reviewed policy on booster clubs and parent organizations- Jennifer Caldwell will draft documents for review at booster club meeting, and will send them to the committee members for their review. The committee will meet with the Booster Club, and will try to set up for Oct 28, 2013 at 7 or 7:30 p.m.
4. Review guiding beliefs, goals, vision and mission  
Guiding beliefs, goals, vision and mission tabled for next meeting,
5. Begin work on series 2000  
Work on series 2000 tabled for next meeting
6. Discuss Advisory committee and student meetings  
Discussed advisory committee and student meeting agendas and structure.
7. Review future committee dates  
Established future meeting dates

• **ACES**

Mrs. Clapp reported:

- Current director Craig Edmonson announced that he will retire in June 2014
- Search committee will be set up to replace Craig Edmonson
- Reviewed policy on recess
- Task force set up on State level that will look at uniting all school calendars. Mrs. Clapp reported that next year would be optional, the following year mandatory.
- Waiver to pass testing
- ACES early Head Start program is safe
- Teacher evaluation plan that ACES adopted was the same as North Haven
- Proficiency assessment done
- November 5<sup>th</sup> is ACES convocation at 8 a.m. at Thomas Edison in Meriden, Connecticut

**5. North Haven PTA Council-** first meeting October 21, 2013

Old News:

1. Adopt-A-School

Mrs. Anderson reported that the Adopt-A-School assignments this year are as follows:

Alicia Clapp and Goldie Adele	Ridge Road
Matthew Kerzner	Green Acres
Anita Anderson and Wesley O'Brien	North Haven High School
Randi Petersen	Clintonville
Bryan Bogen	Montowese
Jennifer Caldwell and Carol Franceschet	North Haven Middle School

**6. Enrollment**

**7. Superintendent's Report**

Dr. Cronin reported:

- Dr. Cronin shared documents regarding the CMT scores – comparative data
- Dr. Cronin shared the “draft” of the District Improvement Plan to be voted upon in November
- Dr. Cronin shared a handout regarding “System for Educator Evaluation and Development”

#### 8. Public Comments

- Jennifer Cecarelli had commented on the Common Core and SEED and the ID Program. Mrs. Cecarelli also had a question regarding coaching background checks and then suggested a possible late bus being added.
- Dorothy Logan commented on the budget building process and asked to keep in mind the possibility of reinstating the social worker for the next year
- Caroline Dumont – MS parent commented on Rachel's Challenge and her concerns about the footage of the Columbine shootings and how it terrified her daughter. She stated she wished she had been forewarned about exactly what the children were going to see.
- Kathy Farrily –commented some concerns if Nature's Classroom has been approved
- Angelo Appi – commented regarding school security
- Michele Spader commented regarding school security and wanted to know how much money the town is contributing and how much money has been spent and will there be additional funds
- Justin Appi – commented on school security

#### 9. Executive Session:

#### 10. Adjournment

Moved: to adjourn at 9:35 p.m.

Approved

MOVED: Alicia Clapp  
 SECOND: Carole Franceschet  
 AYE: 8  
 NAY: 0  
 ABSTAIN: 0

Respectfully submitted,

*Anita Anderson*

Anita Anderson,  
 Chairman